

CGA Property Management, Inc.
8328 Auburn Blvd., Citrus Heights, CA 95610
(916) 727-1062 office / (916) 727-1250 fax
www.cgahomes.com

DOCUMENTS REQUIRED TO PROCESS YOUR APPLICATION:

- 1.) Copy of your driver's license or passport**
- 2.) Copy of your most recent pay stub. If self-employed, we will need the first two pages of your most recent income tax return and your Schedule C.**
- 3.) \$35 application fee (cash, cashier's check or money order accepted)**

Rental Policy and Procedures

- 1.) We are an equal opportunity housing provider:** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also fully comply with all state and local fair housing laws.
- 2.) Housing availability policy:** We update our list of available rental units as each unit becomes available. A rental unit that was unavailable in the morning may become available late that same day.
- 3.) Occupancy guidelines:** To prevent undue stress on plumbing and other building systems, we restrict the number of people who may reside in a unit. In determining these restrictions, we adhere to all applicable fair housing laws.
- 4.) Rental criteria:** To qualify for a unit you must meet the following criteria:
 - A.) **Income:** Your combined gross monthly income should be at least three times the monthly rent and must be verifiable.
 - B.) **Rental History:** You must have satisfactory rental and/mortgage references from at least two prior landlords or for at least two years. If you have ever been evicted or sued for any lease violation, we may reject your application.
 - C.) **Credit History:** Your credit record must currently be satisfactory. If your credit history shows any derogatory information, we may reject your application.
- 5.) Application process:** We evaluate every application in the following manner:
 - A.) Each adult (18 years or older) must submit a completed rental application, including the signed Rental Policy and Procedures page. All pertinent documentation **MUST** be submitted with each application. You must answer each question on the application.
 - B.) A non-refundable application fee of \$35 per adult must be received before your application will be processed. The application fee may be paid by cash, cashiers check or money order.
 - C.) 5(a) and 5(b) must be complete prior to the application being processed. If another completed application is received, that application will be processed first.
 - D.) After the application is complete, we will begin the verification process. We will verify your credit, landlord/mortgage verification and your income verification. This process generally takes 24 to 72 hours.
- 6.) Back up Application:** If you are interested in applying for a property that has an application pending, we can accept back-up applications. If the first application is rejected, we will call the person(s) who submitted the first back-up application and give them the opportunity to apply.

The undersigned hereby agrees to the above conditions.

Applicant Signature: _____ **Date** _____

CGA Property Management, Inc.
Application to Rent Property

Property Address: _____ Date: _____

Desired Move-in Date: _____

Applicant Name: _____ Email: _____

One Applicant per Application

Current Information

SSN: ____-____-____ DOB: ____/____/____ Driver's License No.: _____

Home Phone No.: _____ Cell Phone No.: _____

Current Address: _____ City/State/Zip _____

Current Landlord: _____ Phone No.: _____

How long at this address? _____ Reason for leaving: _____

Make/Model/Year of Vehicle: _____ License Plate # _____

Employment/Income

Current Employer: _____ Phone No.: _____

Position/Title: _____ Supervisor: _____

Length of Employment: _____ Monthly Gross Income: _____

Other Income Source: _____ Monthly Amount: _____

Past Employer Name: _____ Phone No.: _____

Person to Notify in Case of Emergency

Name: _____ Phone: _____ Cell Phone: _____

Have you been a party to an eviction? Yes/No (Circle One) what year? _____

Have you filed for bankruptcy? Yes/No (Circle One) what year? _____

List the names and ages of occupants that will be residing at this residence:

_____	_____	_____	_____
Name	Age	Name	Age

_____	_____	_____	_____
Name	Age	Name	Age

_____	_____	_____	_____
Name	Age	Name	Age

Past Landlord Information

Name: _____ Phone: _____

Property Address: _____

Dates you resided at this residence: _____

Reason for leaving this unit: _____

DO YOU HAVE ANY PETS? Yes/No (Circle One)

Type & Breed: _____ Age _____ Inside / Outside (Circle One)

Type & Breed: _____ Age _____ Inside / Outside (Circle One)

The undersigned applicant represents the above information to be true and correct and hereby authorizes verification of the information provided; including obtaining a credit report, employment verification and rental history. Applicant understands and agrees that the landlord may terminate any rental agreement entered into for any misrepresentation made above. Applicant understands that the application fee of \$35 per person over the age of 18 is nonrefundable. Applicant screening fee of \$35 applies as follows: \$10 for credit report, \$15 for employment verification or out-of-pocket expenses, and \$10 for processing.

The undersigned has read the foregoing:

Applicant

Date

For Office Use Only:
Application fee received: \$ _____ Accepted by: _____